



CITY OF RICHMOND BUILDING PERMITS

600 MORTON STREET • RICHMOND, TEXAS 77469-3105

RESIDENTIAL

APPLICATION FOR CERTIFICATE OF OCCUPANCY

NAME CHANGE OR OCCUPANCY SAFETY INSPECTION APPLICATION

Date Received at Building Dept.:

Date:

Location Address:

Tenant/Occupant
Information

Occupant Name:

Mailing Address:

Email:

@

Home Phone:

Cell Phone:

Owner Information

Name:

Phone:

Home Address:

City, State, Zip:

Email:

@

Reason For Change
and Other
Information

Circle All that Apply:

New
Owner

Tenant
Change

Other:

Construction?

Circle All That
Apply:

Building

Electrical

Plumbing

Mechanical

Fire
Protection

Other:

Comments:

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The Approval of this application or Issuance of Certificate of Occupancy does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law. The building or structure shall not be occupied prior to the code official issuing a permit or Certificate of Occupancy that indicates applicable provisions of the code have been met.

SIGNATURE OF OWNER, OCCUPANT OR AUTHORIZED AGENT

Date

Print Name

Best Contact Number

Alternant Number